



Emergency Management & Homeland Security Division Informational Letter



4000 Collins Road
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TO: Local and District Emergency Management Coordinators
SUBJECT: FY 2006 HSGP Regional Process

On March 31, the Emergency Management and Homeland Security Division (EMHSD) released informational letter 06-12 which provided guidance on local planning teams (LPTs) and completion of the modified 2006 program and capability review. LPTs should have already completed their program and capability reviews (PCR) and forwarded the certification form to their district coordinator.

Project Identification

As a next step to this process, regional boards should begin the process of identifying and prioritizing regional homeland security projects for FY 2006 Homeland Security Grant Program (HSGP) funds. A project justification form (see attachment #5) has been developed to assist regional boards in articulating projects.

As a reminder, all identified projects must tie into one of the State of Michigan 2006 HSGP investments. A summary of state investments is attached (see attachment #1) to this informational letter.

Based on the state's investment justification that was submitted as part of the grant application, there are some projects and activities that every region must complete during the FY 2006 HSGP funding period to enhance the overall level of preparedness across the state. The state has developed a list of those projects that are 'required' and regional boards will be expected to work towards accomplishing those projects with FY 2006 HSGP funds (see attachment #2).

In addition, a list of recommended projects has been developed for consideration by the regions as they identify regional projects. While these are not required, these projects do tie directly into the investments, and regions may elect to fund some of these activities during this grant period. The draft list of required and suggested projects is attached for your review (see attachment #2).

No later than Wednesday, August 9, Regional Boards must have submitted to their EMHSD District Coordinator a summary sheet of those projects they have identified for FY 2006 HSGP funds (see attachment #6). All projects identified as 'required' will be included in this list. Regions will have the option of selecting from any of the other recommended projects ('should') and/or identifying other unique regional projects. A summary of the eligible expense guidance provided by DHS is attached as a reference document (see attachment #3).

For each unique regional project and any project from the suggested list, Regional Boards will complete and submit a project justification form. The form and guidance for completing have been attached to this informational letter for your review (see attachments #4 and #5). These documents will then be forwarded, along with the attached regional summary sheet, to your District Coordinator. EMHSD will provide this information to the Michigan Homeland Security Preparedness Committee (HSPC) for review to ensure eligibility and compliance with the grant guidance.

Funding Levels

The Homeland Protection Board will meet in mid-July to finalize a regional funding formula for FY 2006 HSGP funds. Once the funding formula has been approved, EMHSD will provide Regional Boards with an award summary sheet. This will provide an overview of the funding formula that was adopted, the total award for the region for the State Homeland Security Program (SHSP) and the Law Enforcement Terrorism Prevention

Program (LETPP), and a break down of available funding by investment area. The final version of the Required and Suggested Regional Projects will also be provided at that time.

Summary of Next Steps

Regional boards should begin to identify and prioritize projects for the FY 2006 HSGP. In Mid-July, EMHSD will forward final award amounts to the Regional Boards. No later than August 9, 2006, Regional Boards will submit a single regional summary sheet of proposed projects and electronic copies of project justification forms for any unique regional project to their District Coordinator. The HSPC will review the proposed projects and inform regional boards of any issues by August 18, 2006.

Questions regarding this should be referred to your District Coordinator or Jen Marthia at (517) 336-3985 or marthiaj@michigan.gov.

Sincerely, _____



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Deputy State Director of Emergency Management
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Attachments (6):

- 1 - State of Michigan FY 2006 HSGP Investments
- 2 - Required and Suggested Regional Projects (Draft)
- 3 - FY 2006 HSGP Project Eligibility Guidance
- 4 - Project Justification Template Guidance
- 5 - Project Justification Form (Word)
- 6 - Regional Summary: Proposed Projects (Excel)



State of Michigan FY 2006 HSGP Investments

This document contains the purpose of the investments identified in the FY2006 Homeland Security Grant Program (HSGP) Investment Justification submission for the State of Michigan. In support of the State Homeland Security Strategy and 2006 Program and Capability Enhancement Plan, the state identified eleven state investments, which represent the state's attempt to justify all possible allocations under the State Homeland Security Program, Law Enforcement Terrorism Prevention Program, Citizen Corps Program, and Metropolitan Medical Response System.

State Investment 1: Develop/Implement accountability processes/tools for efficient program management

The purpose of this investment is to assist state, regional, local, and tribal programs to more effectively and efficiently utilize homeland security funding and provide a mechanism to ensure coordinated homeland security efforts statewide. FY 2006 HSGP funding will be leveraged to enhance and update procedures, processes, and tools to support program management activities to include grant monitoring. The state will also establish processes and procure tools needed to support assessment requirements under the National Preparedness Goal and NIPP and institutionalize a periodic program and capability review process. This investment will assist in implementing capabilities-based planning and ensure that homeland security programs focus on efforts to mitigate risk and address needs. Michigan will build on existing structures to improve overall homeland security program management, and this investment will improve the ability of local entities to work together to meet local, regional, state, and national goals. The regions will improve their ability to determine their needs to meet target capabilities, to build plans, to procure needed equipment and training, and to better leverage funding and maintain appropriate levels of preparedness.

State Investment 2: Design, implement, and maintain catastrophic preparedness and response programs

The purpose of this investment is to assist state, regional, local, and tribal programs to more effectively plan and prepare for, respond to, and recover from catastrophic incidents that may result in significant property damage, injuries, loss of life, disruption to essential services, mass evacuations and/or shelter-in-place operations, and possible impacts on the ability to continue critical governmental functions and processes. FY 2006 HSGP funding will be leveraged to develop and exercise appropriate plans and procedures to address continuity of government, mass evacuation and mass sheltering support, medical surge and mass fatality management, and critical post-incident recovery functions such as donations management and debris management. The state will identify and build upon existing state, regional, local, and tribal efforts in these functional areas. Supplemental guidance will be developed and technical assistance will be provided for all involved partners. By implementing these activities, the state will help ensure a timely and effective response to, and recovery from, catastrophic incidents, as well as the full functionality of critical democratic processes at all levels of government.

State Investment 3: Implement effective methods to improve statewide critical infrastructure protection & resiliency

This investment will reduce risk and vulnerabilities of critical infrastructure and key assets/resources in Michigan across all 17 sectors identified in the NIPP. The investment will address assets, systems, and networks that are important from a national, state and local perspective. It includes international borders/ports, energy and food/ agriculture supply chains, manufacturing and international commerce, etc. This will be done within the framework of the NIPP. The investment will be made in two areas: 1) enhancing and sustaining the statewide framework for assessing risk, vulnerabilities and threat and investments in protective measures, and building resiliency across all sectors, including continuity of operations planning; and 2) extending the framework and supporting a regional approach across the state. The regional approach to critical infrastructure will involve local jurisdictions working through a regional structure with the private sector in a coordinated response that achieves economics of scale

within a region. It will establish a community of interest that will provide for the implementation of best practices, avoid unnecessary duplication of efforts, and provide for a finer resolution to undertake cost effective investments in protection and resiliency.

State Investment 4: Develop/Implement processes for technology lifecycle planning & cyber/info security procedures

The purpose of this investment is to support sustainment of technology and equipment and ensure that processes are in place to protect information technology and cyber systems. Because of the continual advancements being made in the area of information technology, the state will develop and implement a lifecycle planning process that addresses hardware, software, personnel requirements, and facilities. Once developed, the state will work with state agencies, regional programs, and other entities that receive homeland security funding to implement this system. The state will also review information technology and cyber security policies, programs, and processes to identify best practices and areas for improvement. After this review, security measures will be implemented to protect the state's information technology infrastructure and sensitive information. A regional outreach program will be established to ensure that cyber security measures are implemented at all levels of government to protect information and systems. Through this investment, the state will be better able to sustain and maintain technology, equipment, and information systems and to ensure the security of statewide cyber systems.

State Investment 5: Establish and maintain a statewide interoperable communications network

This investment will foster a statewide, multi-disciplinary interoperable communications capability. The state has made a concerted effort at all levels of government across all sectors to ensure interoperability. FY06 HSGP funding will allow the state to move forward with these efforts and support specific multi-dimensional planning efforts and direct, collaborative implementation of those plans. People will be trained, equipment purchased, exercises conducted, and collaborative planning efforts strengthened. Michigan will continue to tackle the challenges to a complete interoperability solution, moving ever closer to a goal of intrastate interoperability. Through this investment, the state will establish an interoperable network of communication systems and develop the appropriate structures (governance, training, procedures, strategic and operational plans, etc.) to ensure that responders at all levels of government are able to communicate with each other regardless of discipline and jurisdiction. As part of this investment the state will also identify redundant systems and process and incorporate them into preparedness activities, to include exercises.

State Investment 6: Develop fusion capability to collect, analyze & disseminate information/intelligence to all sectors

This investment will allow us to build a statewide capability that will bring together law enforcement and emergency response professionals to compile, blend, analyze, and disseminate information (including, but not limited to threat, public safety, law enforcement, health and medical, social service, and public works) from local, state, federal and private agencies. FY 2006 HSGP funding will be used to continue a planning process begun with federal, state, and local funding and will include continued implementation of statewide initiatives, while ensuring the process is a collaborated effort and that it builds upon existing intelligence, technological, and other capabilities. This investment is inclusive of all elements of capability associated with establishing a robust fusion capacity in Michigan. Through a comprehensive process, Michigan will create a framework for analyzing and disseminating critical information/intelligence across all public and private sectors and levels of government. This investment will allow the state to further efforts toward the process of turning information and intelligence into actionable knowledge and allocate resources in support of this effort.

State Investment 7: Develop & implement organizational & procedural processes to support homeland security programs

The purpose of this investment is to promote homeland security program management efficiencies by leveraging existing structures to magnify and multiply coordination of resources, improving the readiness across all geographic areas of the state. Michigan will identify personnel resources and structures to

achieve the state's homeland security strategic goals and to enhance response readiness based on an organizational and resources analysis conducted as part of this investment. The state will also establish 7 homeland security regions, empowered to coordinate preparedness across the mission areas. These boards will serve as the focal point for managing intra-regional efforts to attain prioritized capabilities in coordination with Regional Medical Biodefense Networks and other sector specific activities, with an aim on achieving a more efficient use of funds. The state will establish specific lines of coordination between all levels of government, disciplines, volunteer organizations, and overarching homeland security bodies; improve collaboration and integration on projects to eliminate redundancies; and modify current organizations to ensure effective program management. Michigan will also leverage funds to expand Citizen Corps programs.

State Investment 8: Establish & maintain all-hazards public information & emergency notification & warning system

The purpose of this investment is to assist state, regional, local, and tribal programs to more effectively provide the public with necessary information through emergency notification and warning systems, homeland security preparedness programs, and risk communication. FY 2006 HSGP funding will be leveraged to: 1) establish and maintain the first component of a "next generation" emergency alert system; 2) develop campaigns which provide accurate and timely outreach information; and 3) develop a regional messaging model. This information will include public service campaigns which provide the necessary information and guidance to alert the public of potential hazards including terrorist related hazards, what to do in an emergency situation, and how to become self sustaining during the first 72 hours following a disaster or emergency. The emergency notification and warning system will utilize current technology to ensure that all citizens, including special needs populations, are promptly informed in the event of a disaster, and will provide public safety agencies with a proven and tested means of disseminating public information.

State Investment 9: Implement a regional response structure including intra- & extra-regional assets & capabilities

The purpose of this investment is to develop, enhance, implement, and sustain a regional response structure that is able to effectively integrate intra- and extra-regional assets and capabilities. Using HSGP funds, the state will formalize its regional structure and ensure that the existing Regional Response Team Network (RRTN), Regional Medical Biodefense Network, and other specialized response capabilities are incorporated into it. The state will review the current RRTN structure to ensure that it is consistent with statewide regionalization efforts and that the teams have the resources required to respond to a disaster. Additionally, the state will work with regional governing and planning structures to ensure that regional response teams, and other specialized assets, are incorporated into preparedness efforts. The state will also work with each region to establish a tiered regional response agreement – a formal document negotiated between response organizations, to establish protocols for a multi-agency regional response to an incident. Through coordinated regional preparedness activities, the state will be better prepared to prevent, protect against, respond to, or recover from any disaster.

State Investment 10: Establish statewide resource management capability integrating assistance compact processes

The purpose of the resource management investment is to establish an integrated system for an efficient and effective response to all hazards, including a terrorist attack. Under this system jurisdictions will be capable of requesting, receiving, integrating, and maintaining resources quickly and effectively. This system will also provide officials at all levels of government with detailed incident awareness and the ability to "see" an inventory of response assets and operational status available through mutual aid. Implementation of consistent registration processes will allow for verification of a responder's identity and qualifications. Using FY06 funds, the state will identify procedures for managing self-dispatching responders and volunteers and donations. To support the continued efforts of EMAC, the state will review, exercise, and update procedures for responding to requests and requesting resources. The state will also support the development of an intrastate assistance compact, which will increase connectivity among regions and local jurisdictions and link local resources to an interstate mutual aid program. This

will involve a review of existing intrastate mutual aid agreements and an analysis of legal, compensation, liability and reimbursement.

State Investment 11: Institutionalize innovative statewide responder safety & health and family support programs

Michigan will develop and institutionalize responder health and safety programs. Every time emergency responders take action, they put their lives on the line. The risks to their health and safety are particularly intense during responses to major disasters and terrorist attacks. Although the dangers can never be eliminated, much can be done to manage the risks involved and protect Michigan's responders as fully as possible. Through this investment the state will improve safety managers' capabilities to carry out their critical functions during a covered incident by developing better structures to coordinate the safety efforts of response organizations; ensure that all responders have a baseline level of appropriate personal protective equipment that corresponds with the hazard environment; review training and exercise requirements to ensure that they provide an organizational structure within the incident command system for an integrated safety management function in compliance with NIMS; protect the mental health of the response workforce by managing critical incident stress; and develop and implement a family support and communication program.

Required and Suggested Regional Projects: FY2006 HSGP

Based on the state's investment justification submitted as part of the FY2006 Homeland Security Grant Program (HSGP), the following projects have been identified as either 'required' or 'suggested' for each region. During the emergency management summit in October 2006, EMHSD will sponsor a regional tract to provide regional leadership with additional guidance on required activities.

Required Projects

Based on the investment justification that was submitted as part of the state's FY2006 HSGP to support statewide initiatives from the Program and Capability Enhancement Plan, the following projects are being required of regions to assist the state in moving forward to enhance its overall level of preparedness. Regions may use FY2006 HSGP funds to support these activities as allowed under grant guidance. This may include hiring a contractor to support planning and exercise activities, purchasing equipment, and participating in state sponsored training and technical support programs.

Required Project	Investments Supported
Regional Governance Structure. Implement regional governance structure. Support regional board stand-up and development, including the fiduciary agent and subcommittees as needed. Subcommittees could include critical infrastructure protection, interoperable communications, emergency notification/public information, resource management, and responder family and communications support. By the end of 2007, develop a regional homeland security strategy.	<ul style="list-style-type: none">▪ Critical Infrastructure Protection▪ Interoperable Communications▪ Organizational & Procedural▪ Public Information & Emergency Notification▪ Resource Management▪ Responder Safety & Health
Regional Response Plan. Develop a regional response plan, which include concept of operations outlining how regional assets will be activated, reimbursed, trained, equipped, etc. The plan should include annexes for disaster debris management; evacuation and mass sheltering; mass prophylaxis and medical surge; and public information, alert, and notification procedures (including special needs populations). It should be consistent with state and national plans (i.e., MEMP and NRP) and updated as additional state plans are established (i.e., mass fatality and mass casualty).	<ul style="list-style-type: none">▪ Regional Response▪ Catastrophic Preparedness and Response▪ Public Information & Emergency Notification
Critical Infrastructure Protection & Cyber Security. Identify and assess critical infrastructures within the region (including risk to cyber systems) working in collaboration with the private sector. Implement a regional critical infrastructure protection program based upon state guidance. Establish secure information sharing systems and procedures (i.e., HSIN-S computer/fax/STE/VTC, secure safe, and entry locks).	<ul style="list-style-type: none">▪ Critical Infrastructure Protection▪ Cyber/Technology Lifecycle Planning▪ Fusion
Interoperable Communications Plan. In 2007-2008, develop a regional tactical interoperable communications plan consistent with state guidance. Develop a schedule for testing/evaluating the regional plan. Ensure that the appropriate personnel have completed Communications Unit Leader Training.	<ul style="list-style-type: none">▪ Interoperable Communications
Incident Management Teams. Each region should have a minimum of a FEMA NIMS Type III IMT and counties should have a Type IV IMT. Region 2 should have a Type II IMT. Regions should also ensure that the responders and officials have the appropriate level of NIMS, ICS, and NRP training.	<ul style="list-style-type: none">▪ Regional Response
Regional Response Teams. Incorporate regional response teams into exercise activities within the region. Conduct at least one regional full-scale exercise that includes activation of RRTs.	<ul style="list-style-type: none">▪ Regional Response

Required Project	Investments Supported
Equipment & Technology Planning & Purchases. Develop a lifecycle planning and replacement process that address sustainment of technology and equipment. Ensure that all responders have a minimum level of PPE for CBRNE events, including private EMS, and establish and implement plans and procedures to ensure all respiratory protection is periodically fit tested.	<ul style="list-style-type: none">▪ Cyber/Technology Lifecycle Planning▪ Responder Safety & Health
Resource Inventory. Regions must develop and maintain a schedule for completing and updating the region's resource management inventory and identifying mechanisms for working with existing resource management systems, to include MI Volunteer Registry. The inventory should be conducted in accordance to the NIMS Integration Center standards and include village, twp, city and county resources that will be consolidated into a regional inventory list. Geo-locate resources to enhance timeliness of requestor's needs based on closest availability. This will include personnel time and purchase of GPS equipment to accurately locate resources that are yet to be located.	<ul style="list-style-type: none">▪ Resource Management
Emergency Notification. Develop or enhance alternate, supplemental, or redundant emergency notification systems. Develop or enhance regional public education and outreach campaigns promoting citizen and community preparedness. Utilize community organizations, to include university expertise, Citizen Corps, Red Cross, public health and healthcare systems, and public school systems.	<ul style="list-style-type: none">▪ Public Information & Emergency Notification
Mutual Aid. Develop and exercise tiered regional response agreements among jurisdictions.	<ul style="list-style-type: none">▪ Regional Response
Fusion Center Liaison. Develop and implement a regional process to identify and prioritize personnel to rotate through Michigan's Fusion Center. During this rotation the identified individual will serve as the Fusion POC for their region.	<ul style="list-style-type: none">▪ Fusion

Other Suggested Projects

- Accountability
 - ✓ Develop a process and identify equipment to support effective grants management and reporting
- Catastrophic Preparedness and Response
 - ✓ Complete Regional / Local Disaster Donations Management Plans.
 - ✓ Complete Regional / Local Disaster Logistics Management Plans.
 - ✓ Attend MSP/EMHSD-provided training on 1) State Disaster Donations Management Plan, 2) State Disaster Debris Management Plan, 3) State Disaster Logistics Management Plan, and 4) regional / local planning guidance for counterpart plans for these functions.
 - ✓ Establish and exercise procedures for addressing continuity of government, mass evacuation and mass sheltering support, medical surge and mass fatality management.
- Critical Infrastructure Protection & Resiliency
 - ✓ Identify a regional critical infrastructure coordinator
- Interoperable Communications
 - ✓ Recommend interoperable communications equipment be APCO 25 compliant
 - ✓ Establish full regional representation on the MPSCS Interoperable Communications Committee
 - ✓ Recommend that all RRT's participants secure an ACU1000
- Cyber/Technology Lifecycle Planning
 - ✓ Work with Michigan Center for Geographic Information to design or enhance regional geospatial data systems.

- ✓ Develop E-Team user plans and procedures for incorporating it into local plans and EOC operations as well as operations and maintenance support needs.
- ✓ Develop E-Team regional training program and identify personnel to support regional users. Consider contracting regional E Team training support.
- Intelligence Fusion Capability
 - ✓ Hire personnel/analyst.
 - ✓ Training, travel, OJT, TDY, guest analyst training.
 - ✓ Develop standardized regional SOP (build off state SOP).
 - ✓ Regional access to RISNET/LEO on Line, HSIN-MI/EM/CTLE, HAN I-Service gateway, etc.
 - ✓ Identify and implement security clearance protocol.
 - ✓ Conduct assessment instrument, along with planning, training and exercise.
- Organizational and Procedural Processes
 - ✓ Identify and implement strategies for incorporating citizen and volunteer organizations into regional structure.
 - ✓ Stand-up Regional Citizen Corps Council.
- Public Information/Emergency Notification
 - ✓ Institute a regional 2-1-1 program.
 - ✓ Develop a strategy and implementation plan for regional reverse 9-1-1.
 - ✓ Exercise emergency notification plans.
- Regional Response Structure
 - ✓ Regions 1, 2, and 6 should establish a Type III USAR Task Force in coordination with Michigan Urban Search and Rescue and the State Police.
 - ✓ Regions 3, 5, 7, and 8 should establish Type III Technical Rescue (Heavy TRT).
 - ✓ Intra- & inter- regional response capability development and exercising
- Resource Management
 - ✓ Enter all information into E-Team
 - ✓ Conduct community assessments to determine citizen involvement in supporting and fulfilling as resource needs. (Review and assess CERT programs.)
 - ✓ Conduct regional workshops to include local government officials and private sector companies educating them on the initiative and integration of assistance compacts.
- Responder Safety & Health
 - ✓ Identify and train regional safety managers, who could either adopt a leading or core supporting role for safety management when they arrive at the incident.
 - ✓ A better understanding of relevant exposure thresholds and guidelines for disaster response conditions should be developed, to include resolving issues for thresholds defined for occupational environments versus those for the public. Written procedures should be developed to assist Incident Commanders in making appropriate safety & health decisions when analyzing monitoring data.
 - ✓ Incorporate and test realistic safety and health issues in regional full-scale exercises, including representatives from both safety-relevant organizations and also operational responders.
 - ✓ Develop and implement an outreach program for responder family support and communications.

FY 2006 HSGP Project Eligibility Guidance

The following information was extracted from the FY 206 Homeland Security Grant Program: Program Guidance and Application Kit (December 2005). It is being made available to assist individuals in ensuring that proposed projects are eligible for funds. Specific information is provided for three of the grant programs:

- State Homeland Security Program (SHSP)
- Law Enforcement Terrorism Prevention Program (LETPP)

The Urban Area Security Initiative (UASI) program is limited to projects benefiting the urban area.

PLANNING

Planning activities are central to SHSP, UASI, LETPP, MMRS, and CCP. Accordingly, States and Urban Areas may use FY 2006 HSGP funds for planning efforts that enable States and Urban Areas to prioritize needs, build capabilities, update preparedness strategies, allocate resources, and deliver preparedness programs across disciplines (e.g., law enforcement, fire, EMS, public health, behavioral health, public works, agriculture, information technology, and citizen preparedness) and levels of government. The planning process should address emergency operations plans and protocols for addressing major events and program planning for the successful implementation and management of each State's homeland security program.

State Homeland Security Program

FY 2006 SHSP funds may be used for a range of homeland security planning activities, such as:

- Developing and implementing homeland security support programs and adopting DHS national initiatives including but not limited to the following:
 - ✓ Implementing the National Preparedness Goal and Guidance.
 - ✓ Implementing and adopting NIMS.
 - ✓ Modifying existing incident management and Emergency Operating Procedures (EOPs) to ensure proper alignment with the NRP coordinating structures, processes, and protocols.
 - ✓ Establishing or enhancing mutual aid agreements.
 - ✓ Developing communications and interoperability protocols and solutions.
 - ✓ Conducting local, regional, and Tribal program implementation meetings.
 - ✓ Developing or updating resource inventory assets in accordance to typed resource definitions issued by the NIMS Integration Center (NIC).
 - ✓ Designing state and local geospatial data systems.
 - ✓ Conducting public education and outreach campaigns, including promoting individual, family and business emergency preparedness; alerts and warnings education; and evacuation plans.
- Developing related terrorism prevention activities including:
 - ✓ Planning to enhance security during heightened alerts, during terrorist incidents, and/or during mitigation and recovery.
 - ✓ Multi-discipline preparation across first responder community, including EMS for response to catastrophic events and acts of terrorism.
 - ✓ Public information/education: printed and electronic materials, public service announcements, seminars/town hall meetings, web postings coordinated through local Citizen Corps Councils.
 - ✓ Citizen Corps volunteer programs and other activities to strengthen citizen participation.
 - ✓ Conducting public education campaigns, including promoting individual, family and business emergency preparedness; promoting the *Ready* campaign; and/or creating

- State, regional or local emergency preparedness efforts that build upon the *Ready* campaign.
- ✓ Evaluating CIP security equipment and/or personnel requirements to protect and secure sites.
- ✓ CIP cost assessments, including resources (e.g., financial, personnel) required for security enhancements/deployments.
- Developing and enhancing plans and protocols, including but not limited to:
 - ✓ Developing or enhancing EOPs and operating procedures.
 - ✓ Developing terrorism prevention/deterrence plans.
 - ✓ Developing plans, procedures, and requirements for the management of infrastructure and resources related to HSGP and implementation of State or Urban Area Homeland Security Strategies.
 - ✓ Developing or enhancing border security plans.
 - ✓ Developing or enhancing cyber security plans.
 - ✓ Developing or enhancing cyber risk mitigation plans.
 - ✓ Developing or enhancing agriculture/food security risk mitigation, response, and recovery plans.
 - ✓ Developing public/private sector partnership emergency response, assessment, and resource sharing plans.
 - ✓ Developing or updating local or regional communications plans.
 - ✓ Developing plans to support and assist special needs jurisdictions, such as port authorities and rail and mass transit agencies.
 - ✓ Developing or enhancing continuity of operations and continuity of government plans.
 - ✓ Developing or enhancing existing catastrophic incident response and recovery plans to include and integrate Federal assets provided under the NRP.
 - ✓ Developing or enhancing evacuation plans.
 - ✓ Developing or enhancing citizen surge capacity.
- Developing or conducting assessments, including but not limited to:
 - ✓ Conducting point vulnerability assessments at critical infrastructure sites/key assets and develop remediation/security plans.
 - ✓ Conducting cyber risk and vulnerability assessments.
 - ✓ Conducting assessments and exercising existing catastrophic incident response and recovery plans and capabilities to identify critical gaps that cannot be met by existing local and state resources.
 - ✓ Activities that directly support the identification of specific catastrophic incident priority response and recovery projected needs across disciplines (e.g. law enforcement, fire, EMS, public health, behavioral health, public works, agriculture, information technology, and citizen preparedness).
 - ✓ Activities that directly support the identification of pre-designated temporary housing sites.

Law Enforcement Terrorism Prevention Program

LETTP funds may be used for a range of law enforcement terrorism prevention planning activities, including the following:

- Developing and planning for information/intelligence sharing groups.
- Conducting point vulnerability analyses and assessments.
- Soft target security planning (public gatherings).
- Developing border security operations plans in coordination with CBP.
- Developing, implementing, and reviewing Area Maritime Security Plans for ports, waterways, and coastal areas.
- Updating and refining threat matrices.

- Acquiring systems allowing connectivity to Federal data networks, such as National Crime Information Center (NCIC) and Integrated Automated Fingerprint Identification System (IAFIS), as appropriate.
- Designing and developing State and local geospatial data systems.
- Costs associated with the implementation and adoption of NIMS.
- Developing related terrorism prevention activities including:
 - ✓ Planning for enhancing security during heightened alerts, terrorist incidents, and/or mitigation and recovery.
 - ✓ Public information/education: printed and electronic materials, public service announcements, seminars/town hall meetings, web postings.
 - ✓ Citizen Corps volunteer programs and other activities to strengthen citizen participation.
 - ✓ Evaluating CIP security equipment and/or personnel requirements to protect and secure sites.

EQUIPMENT

Allowable equipment categories for FY 2006 HSGP are listed on the web-based AEL on the Responder Knowledge Base (RKB), which is sponsored by G&T and the National Memorial Institute for the Prevention of Terrorism (MIPT) at <http://www.rkb.mipt.org>.

The FY 2006 HSGP AEL is housed on the RKB along with separate listings for the FY 2005 AEL and the Fall 2005 Standardized Equipment List (SEL). In some cases, items on the SEL are not allowable under FY 2006 HSGP or will not be eligible for purchase unless specific conditions are met. In addition, some new items that are eligible under FY 2006 HSGP are not available for purchase with FY 2005 funds. During the course of FY 2006, G&T will highlight significant updates to the AEL in real time on the RKB. These updates will be noted in a change log posted on the main page of the AEL within the RKB. In addition, the RKB will also be posting a new section on the website that links AEL items to the 37 capabilities included in the TCL.

Significant changes to several personal protective equipment standards are expected during FY 2006. Grantees should refer to the notes included in each equipment item entry within the AEL for additional information on these changes and their impact on allowability. Unless otherwise specified, maintenance costs/contracts for authorized equipment purchased using FY 2006 HSGP funding or acquired through G&T's Homeland Defense Equipment Reuse (HDER) Program are allowable.

As required by the FY 2006 DHS Appropriations Conference Report, if states plan to purchase interoperable communications equipment, they must certify to G&T that they have an implementation plan for the equipment that includes governance structures, policies, procedures, training, and planned exercises to ensure that key elements of planning, governance, and training are addressed before the equipment is procured. These requirements for interoperable communications projects can be addressed through the Investment Justification that states will submit as part of the FY 2006 HSGP application process.

State Homeland Security Program

FY 2006 SHSP funds may be used for equipment acquisition from the 21 equipment categories listed in the FY 2006 G&T AEL. The FY 2006 AEL is available in its entirety online through the RKB at <http://www.rkb.mipt.org> and the equipment categories are outlined below.

- Personal Protective Equipment
- Explosive Device Mitigation and Remediation Equipment
- CBRNE Operational and Search and Rescue Equipment
- Information Technology
- Cyber Security Enhancement Equipment
- Interoperable Communications Equipment
- Detection Equipment

- Decontamination Equipment
- Medical Supplies and Limited Types of Pharmaceuticals
- Power Equipment
- CBRNE Reference Materials
- CBRNE Incident Response Vehicles
- Terrorism Incident Prevention Equipment
- Physical Security Enhancement Equipment
- Inspection and Screening Systems
- Agricultural Terrorism Prevention, Response and Mitigation Equipment
- CBRNE Prevention and Response Watercraft
- CBRNE Aviation Equipment
- CBRNE Logistical Support Equipment
- Intervention Equipment
- Other Authorized Equipment

Law Enforcement Terrorism Prevention Program

LETPP funds may be used for equipment acquisition from the LETPP equipment categories listed in the FY 2006 G&T AEL. The FY 2006 AEL is available in its entirety online through the RKB at <http://www.rkb.mipt.org> and the equipment categories are outlined below.

- Personal Protective Equipment
- Explosive Device Mitigation and Remediation Equipment
- CBRNE Operational and Search and Rescue Equipment
- Information Technology
- Cyber Security Enhancement Equipment
- Interoperable Communications Equipment
- Power Equipment
- CBRNE Reference Materials
- CBRNE Incident Response Vehicles
- Terrorism Incident Prevention Equipment
- Physical Security Enhancement Equipment
- Inspection and Screening Systems
- CBRNE Prevention and Response Watercraft
- CBRNE Logistical Support Equipment
- Intervention Equipment
- Other Authorized Equipment

TRAINING

States, Territories, and Urban Areas should use HSGP funds to enhance the capabilities of state and local emergency preparedness through the development of a state homeland security training program. Allowable training-related costs under G&T grant programs include the establishment, support, conduct, and attendance for training programs specifically identified under the SHSP, UASI, LETPP, MMRS, and CCP grant programs within existing training academies, universities or junior colleges.

These training programs include, but are not limited to, CBRNE terrorism and catastrophic events, cyber/agriculture/food security, and citizen preparedness. The target audience for training courses includes emergency prevention, protection, response, and recovery personnel, emergency managers and public/elected officials within the following disciplines: fire service, law enforcement, emergency management, emergency medical services, hazardous materials, public works, public health, health care, public safety communications, governmental administrative, and the private sector. The target audience also includes personnel representing functional areas such as critical infrastructure/ key resource protection including cyber, agriculture, and food security. The homeland security training program may also include training for citizens in preparedness, prevention, response skills, and volunteer activities and

should be coordinated through state and local Citizen Corps Councils. The training program should be self sustaining, following the model outlined for in section D.5 for exercises.

Training conducted using HSGP funds should address a performance gap identified through an After Action Report/Improvement Plan or build a capability that will be evaluated through an exercise. Exercises should be used to provide responders the opportunity to demonstrate and validate skills learned in training as well as to identify training gaps. Any advanced training or training gaps should be identified in the AAR/IP and addressed in the training cycle of state or urban area activities.

Allowable training-related costs include, but are not limited to, the following:

1. Costs to develop, deliver, and evaluate training, to include costs related to administering the training; planning, scheduling, facilities, materials and supplies, reproduction of materials, and equipment.
2. Overtime and backfill costs associated with attendance at G&T-sponsored and/or approved training courses and programs.
3. Costs associated with the certification and re-certification of instructors.
4. Travel costs (e.g., airfare, mileage, per diem, hotel) are allowable as expenses by employees who are on travel status for official business related to approved training.
5. Hiring of full or part-time staff or contractors/consultants. Full or part-time staff may be hired to support training-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the state or unit(s) of local government and have the approval of the state or awarding agency, whichever is applicable. Such costs must be included within the funding allowed for program management personnel expenses, which must not exceed 15% of the total allocation.

Definitions

- G&T Provided Training: those courses or programs developed for and/or delivered by institutions and organizations funded directly by G&T.
- Training Not Provided by G&T: those courses that are either state sponsored or federal sponsored, coordinated and approved by the SAA or TPOC, and fall within the G&T mission scope to prepare state and local personnel to prevent, protect against, respond to, and recover from acts of terrorism or catastrophic events.
- State Sponsored Courses: those courses developed for and/or delivered by institutions or organizations other than Federal entities or G&T and are sponsored by the SAA or TPOC.
- Approved State Sponsored Course Catalog: listing of state/territory sponsored courses that fall within G&T mission scope and have been approved through G&T course review and approval process.
- Federal Sponsored Courses: those courses developed for and/or delivered by institutions funded by federal entities other than G&T.
- Approved Federal Sponsored Course Catalog: listing of Federal-sponsored courses that fall within G&T mission scope, and have been approved through G&T course review and approval process. This catalog was previously known as the "Eligible Federal Terrorism Training Course Catalog."

Courses approved by G&T will be added to either the approved State Sponsored Course Catalog or the Federal Sponsored Course Catalog. Courses identified within these catalogs may be attended on an unlimited basis within any state/territory as long as the training is coordinated and approved by the SAA/TPOC. A full description of the G&T Course Development, Review, and Approval Process can be found at <http://www.ojp.usdoj.gov/odp/training.htm>.

Several broad categories of courses will automatically qualify for support using G&T funds and as they become identified will be included in the list of approved training not provided by G&T. Examples of these broad categories are:

1. All NIMS training approved by the NIMS Integration Center (NIC).

2. All Incident Command System (ICS) training offered through the National Fire Academy (NFA) and the Emergency Management Institute (EMI).

G&T funds must be used to supplement, not supplant, existing funds that have been appropriated for the same purpose. G&T will conduct periodic reviews of all state, territory, and urban area training funded by G&T. These reviews may include requests for all course materials (POI/TSP) and physical observation of, or participation in, the funded training. If these reviews determine that courses are outside the scope of this guidance, grantees will be asked to repay grants funds expended in support of those efforts.

Training conducted with G&T support must demonstrate linkage to a Target Capability and be applicable to the State, Territory, Urban Area, or homeland security strategy.

State Homeland Security Program

FY 2006 SHSP funds may be used to enhance the capabilities of state and local emergency preparedness and response personnel through development of a state homeland security training program. Allowable training-related costs include:

1. Establishment of support for, conduct of, and attendance at preparedness training programs within existing training academies/institutions, universities, or junior colleges. Preparedness training programs are defined as those programs related to prevention, protection, response, and or recovery from natural, technical, or manmade catastrophic incidents, supporting one or more Target Capabilities in alignment with national priorities as stated in the Goal. Examples of such programs include but are not limited to CBRNE terrorism, critical infrastructure protection, cyber security, and citizen preparedness.
2. Overtime and backfill costs associated with attendance at G&T-sponsored and approved training courses. SHSP may also be used for training citizens in awareness, prevention, protection, response, recovery skills

Law Enforcement Terrorism Prevention Program

LETPP funds may be used for a range of law enforcement terrorism prevention related training activities to enhance the capabilities of State and local personnel, including the following:

- Training courses on building information sharing capacities.
- Training that includes methods of target hardening.
- Training for facility security personnel.
- Training for vessel and port law enforcement security personnel recognition of CBRNE, agriculture, and cyber threats.
- NIMS training.
- Weaponization of CBRNE, agriculture, and cyber threats.
- History of terrorism and social environments contributing to threats.
- Surveillance and counter-surveillance techniques.
- Identifying/assessing critical infrastructure assets, vulnerabilities, and threats.
- Intelligence analysis.
- Cyber security protective measures training.
- Multi-cultural training for undercover operations.
- Language training.
- Joint training with other homeland security entities (e.g., U.S. Secret Service, Customs and Border Protection).
- Training on the use of interoperable communications equipment.
- CIP training.
- Training associated with the collection, analysis, mapping, integration, and dissemination of geospatial data and imagery.
- Geospatial database use, design, development, and management training.
- Agricultural/food security-related training.

- Training for citizens in terrorism awareness and for volunteer participation to support law enforcement activities, to include the Volunteers in Police Service and Neighborhood Watch programs.

Multi-level training should be focused on a regional model. Grantees using these funds to develop their own courses should address the critical training areas and gaps identified in the State's Homeland Security Strategy and must adhere to the G&T Emergency Responder Guidelines and G&T Homeland Security Guidelines on Prevention and Deterrence. Training should address specific capabilities and related tasks articulated in the TCL and the UTL. It should also comport with all applicable federal, state and local regulations, certifications, guidelines and policies deemed appropriate for the type and level of training.

EXERCISE

Exercises conducted with G&T support (grant funds or direct support) must be managed and executed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP Volumes I-III contain guidance and recommendations for designing, developing, conducting, and evaluating exercises. HSEEP Volume IV provides sample exercise materials. All four volumes can be found on the HSEEP website at <http://hseep.dhs.gov>.

NIMS Compliance

Exercises conducted using HSGP funding must be NIMS compliant.

Exercise Scenarios

In previous years, SHSP/UASI funding was focused strictly on enhancing capabilities to prevent, respond to, or recover from CBRNE, agriculture, and cyber terrorism incidents. In FY 2006, the scope of this program is being broadened to include not only terrorism but also natural and technological disasters (with the exception of LETPP-funded exercises which must be terrorism only). If conducting a natural or technological disaster exercise, the scenario must be catastrophic in scope and size. As defined by the NRP, a catastrophic incident is any natural, technical, or manmade incident, including terrorism, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions. Catastrophic incidents can result in sustained national impacts over a prolonged period of time; almost immediately exceed resources normally available to State, local, Tribal, and private-sector authorities in the impacted area; and significantly interrupt governmental operations and emergency services to such an extent that national security could be threatened.

If a State or jurisdiction chooses to conduct an exercise involving a natural and/or technological disaster scenario, that exercise(s) must be reflected on the State's Multi-year Training and Exercise Plan. The catastrophic exercises should also be planned far enough in advance to involve the Federal, State, Tribal, and local stakeholders that would normally participate in a real world event.

Exercise planners may use the National Planning Scenarios as a reference or model for scenario design, or as a planning tool to help conceptualize the magnitude of threats facing a jurisdiction. However, it is not necessary for jurisdictions to replicate the National Planning Scenarios in their exercises. Rather, planners should use the tasks and capabilities, derived from the National Planning Scenarios, to design objectives and a scenario tailored to the exercising jurisdiction.

The scenarios used in SHSP and UASI -funded exercises must focus on validating existing capabilities (e.g., training, equipment, plans) and must be large enough in scope and size to exercise several tasks and warrant involvement from multiple jurisdictions and disciplines. Exercise scenarios should also be based on the State or Urban Area Homeland Security Strategy and Multi-year Training and Exercise Plan. Grantees are allowed flexibility to develop exercise scenarios that apply to their jurisdiction within these planning assumptions.

Models, Simulations and Games (MS&G)

Grantees who wish to expend funds on models, simulations, or games (MS&G) must consult with "Review of Models, Simulations, and Games for Domestic Preparedness Training and Exercising, Volume III," which provides an overview and analysis of existing models, simulations and games. Grantees can also consult with the MS&G Decision Support System which automates the aforementioned report into a searchable database. Both the report and system are available through the HSEEP website.

Special Event Planning

If a State or Urban Area will be hosting an upcoming special event (e.g., Super Bowl, G-8 Summit), or they anticipate that they will apply to be a venue for a future Top Officials (TOPOFF) exercise, they should plan to use SHSP or UASI funding to finance training and exercise activities in preparation for that event. States should include all confirmed or planned special events in the Multi-year Training and Exercise Plan.

Integration of Training with Exercises

Exercises conducted using grant funds should provide a venue for first responders to utilize training received through G&T and other entities. Exercises should be used to provide responders the opportunity to demonstrate skills learned in training as well as to identify training gaps. Any advanced training or training gaps should be identified in the AAR/IP and addressed in the training cycle of State and Urban Area activities.

Exercise Evaluation

All exercises will be performance-based and evaluated. An After Action Report/Improvement Plan (AAR/IP) will be prepared and submitted to G&T following every exercise, regardless of type or scope. Some exercises, such as seminars and workshops may not require the same level of analysis as a tabletop, drill, functional or full-scale exercise, but they should still produce an AAR/IP.

AAR/IPs, which must conform to the HSEEP format, should capture objective data pertaining to exercise conduct and must be developed based on information gathered through Exercise Evaluation Guides (EEGs) found in HSEEP Volume IV. These EEGs will allow evaluators to assess responder performance within the Universal Task List, which collectively achieves the capabilities of the Target Capabilities List. Based on the observations and assessed criteria denoted in the EEGs, the AAR/IP will include recommendations, action items for improvement, identify educational opportunities for involved disciplines, assigned due dates and responsibilities, and an overall assessment of the exercise. The EEGs and AAR/IP are currently being updated to reflect the TCL/UTL. These revisions should be finalized by 1st quarter 2006. In the interim of these revisions, the current HSEEP EEGs and AAR/IP template should be utilized.

AAR/IPs must be provided to G&T within 60 days following completion of each exercise (see HSEEP Volume IV for sample AAR/IP template). Currently, these AAR/IPs can be submitted through the G&T Secure Portal. However, G&T is working with other agencies to develop an online AAR/IP reporting system.

Citizen Participation in Exercises

Citizen participation in exercises is encouraged, to include backfilling non-professional tasks for first responders deployed on exercise, administrative and logistical assistance with exercise implementation, and providing simulated victims, press, and members of the public. Citizen participation in exercises should be coordinated with local Citizen Corps Council(s).

Exercise Costs

Allowable exercise-related costs include:

- Funds Used to Design, Develop, Conduct and Evaluate an Exercise – Includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel, and documentation.
- Hiring of Full or Part-Time Staff or Contractors/Consultants – Full or part-time staff may be hired to support exercise-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the State or unit(s) of local government and have the approval of the State or the awarding agency, whichever is applicable. Such costs must be included within the funding allowed for program management personnel expenses, which must not exceed 15% of the total allocation as specified in section D.6. The services of contractors/consultants may also be procured to support the design, development, conduct and evaluation of exercises. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed.
- Overtime and Backfill – Overtime and backfill costs associated with the design, development and conduct of exercises are allowable expenses.
- Travel – Travel costs (e.g., airfare, mileage, per diem, hotel) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the exercise project(s).
- Supplies – Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise project(s) (e.g., copying paper, gloves, tape, nonsterile masks, and disposable protective equipment).
- Implementation of HSEEP – This refers to costs related to developing and maintaining a self-sustaining State Homeland Security Exercise and Evaluation Program which is modeled after the national HSEEP.
- Other Items – These costs include the rental of space/locations for exercise planning and conduct, rental of equipment (e.g., portable toilets, tents), food, refreshments, gasoline, exercise signs, badges, etc.

Unauthorized exercise-related costs include:

- Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles) and emergency response apparatus (e.g., fire trucks, ambulances). The only vehicle cost that is reimbursable is fuel/gasoline and mileage.
- Equipment that is purchased for permanent installation and/or use, beyond the scope of exercise conduct (e.g., electronic messaging signs).

State Homeland Security Program

SHSP funds may be used to design, develop, conduct, and evaluate exercises that:

- Provide homeland security preparedness personnel and volunteers a venue to practice prevention, protection, response, and recovery activities.
- Evaluate prevention and response plans, policy, procedures, and protocols, including NIMS and NRP.
- Assess the readiness of jurisdictions to prevent and respond to terrorist attacks.
- Encourage coordination with surrounding jurisdictions in prevention, protection, response, and recovery activities.

Law Enforcement Terrorism Prevention Program

LETPP funds may be used to design, develop, conduct, and evaluate terrorism prevention-related exercises, including the following:

- Exercises to evaluate the effectiveness of information sharing plans, policies, procedures and protocols.
- Exercises to evaluate NIMS implementation.
- Exercises to evaluate facility and/or vessel security protection.
- Exercises to evaluate area maritime security protection.

- Exercises to evaluate threat recognition capabilities.
- Exercises to evaluate cyber security capabilities.
- Exercises to evaluate agricultural/food security capabilities.
- Exercises to evaluate prevention readiness and techniques.
- “Red Team” (force on force) exercises.
- Interoperable communications exercise.
- Critical infrastructure vulnerability, protection, and/or attack exercises.

Where practical, these exercises should involve the public sector, non-governmental partners, trained citizen volunteers, and the general public. State and local governments should work with their Citizen Corps Councils to include volunteers from programs such as Volunteers in Police Service, Neighborhood Watch, and the general public.

PERSONNEL

Hiring, overtime, and backfill expenses are allowable under this grant only to perform programmatic activities deemed allowable under existing guidance. Supplanting, however, is not allowed.

Up to 15% of programmatic spending may be used to support the hiring of full or part-time personnel to conduct program activities that are allowable under the FY 2006 HSGP (i.e., planning, training program management, exercise program management, etc). Grantees may request that DHS issue a waiver to increase that ceiling. Waiver decisions are at the discretion of DHS and will be considered on a case-by-case basis. The ceiling on personnel costs does not apply to contractors, and is in addition to eligible M&A costs and eligible hiring of intelligence analysts. Grantees may hire staff only for program management functions not operational duties.

Hiring planners, training program coordinators, exercise managers, and grant administrators fall within the scope of allowable program management functions. Grant funds may not be used to support the hiring of sworn public safety officers to fulfill traditional public safety duties. For example, a local, uniformed, law enforcement patrol officer cannot be hired using grant dollars to perform routine local law enforcement patrol duties. As another example, firefighters cannot be hired using grant dollars to perform routine fire service duties or serve on hazardous materials units.

Grantees are permitted to hire or laterally move existing public safety officers to new positions that support allowable HSGP program management functions. In the case of lateral transfers, grant funds may be used to support only those positions that are allowable under FY 2006 HSGP program guidance. In addition, positions created and funded through G&T grants may continue to be supported with future year funding provided that the position is dedicated to the same or similar purposes allowable under applicable G&T program guidance.

The following are definitions for the terms as used in this section:

- Overtime – These expenses are the result of personnel who worked over and above their normal scheduled daily or weekly work time in the performance of G&T-approved activities.
- Backfill – Also called “Overtime as Backfill,” these expenses are the result of personnel who are working overtime in order to perform the duties of other personnel who are temporarily assigned to G&T-approved activities outside their core responsibilities. Neither overtime nor backfill expenses are the result of an increase of Full-Time Equivalent (FTEs) employees.
- Hiring – State and local entities may use grant funding to cover the salary of newly hired personnel that are undertaking allowable G&T program activities. This may also include new personnel that are hired to fulfill duties as a result of existing personnel being reassigned full-time to other G&T-approved activities. Hiring will always result in a net increase of FTEs.
- Supplanting – Replacing a currently budgeted full-time position with one or more fulltime employees.

State Homeland Security Program

Hiring, overtime, and backfill expenses are allowable only to perform programmatic activities deemed allowable under existing guidance. Supplanting, however, is not allowed.

Up to 15% of programmatic spending may be used to support the hiring of full or part-time personnel to conduct program activities that are allowable under the entire FY 2006 HSGP (i.e., planning, training program management, exercise program management, etc). Grantees may request that DHS issue a waiver to increase that ceiling. Waiver decisions are at the discretion of DHS and will be considered on a case-by-case basis. The ceiling on personnel costs does not apply to contractors, and is in addition to eligible M&A costs and eligible hiring of intelligence analysts. Grantees may hire staff only for program management functions not operational duties. Hiring planners, training program coordinators, exercise managers, and grant administrators fall within the scope of allowable program management functions. Grant funds may not be used to support the hiring of sworn public safety officers to fulfill traditional public safety duties.

Law Enforcement Terrorism Prevention Program

Hiring, overtime, and backfill expenses are allowable only to perform programmatic activities deemed allowable under existing guidance. Supplanting, however, is not allowed.

Up to 15% of programmatic spending may be used to support the hiring of full or part-time personnel to conduct program activities that are allowable under the entire FY 2006 HSGP (i.e., planning, training program management, exercise program management, etc). Grantees may request that DHS issue a waiver to increase that ceiling. Waiver decisions are at the discretion of DHS and will be considered on a case-by-case basis. The ceiling on personnel costs does not apply to contractors, and is in addition to eligible M&A costs and eligible hiring of intelligence analysts. Grantees may hire staff only for program management functions not operational duties. Hiring planners, training program coordinators, exercise managers, and grant administrators fall within the scope of allowable program management functions. Grant funds may not be used to support the hiring of sworn public safety officers to fulfill traditional public safety duties.

ORGANIZATION

Law Enforcement Terrorism Prevention Program

States and Urban Areas may use FY 2006 LETPP funds to support select organization activities. States and Urban Areas must justify proposed expenditures of LETPP funds to support organization activities within their Investment Justification submission using historical data and other analysis to substantiate their proposals. ***No more than 25 percent of the gross amount of the allocation for this program may be used for operational expenses and overtime costs for the three operational activities noted below.***

1. Operational overtime costs associated with increased security measures at critical infrastructure sites during DHS-declared periods of heightened alert.

LETPP: Up to 25 percent of FY 2006 LETPP funds may be used for costs incurred during Code Orange. Costs associated with border protection activities only are also eligible at Code Yellow, provided that those activities are conducted in accordance with previous guidance issued in Information Bulletin #135 and outlined below. These activities must be coordinated with CBP.

In support of these efforts for enhanced capabilities of detecting, deterring, disrupting, and preventing acts of terrorism, costs eligible for reimbursement under this policy are identical to those deemed allowable under previous Code Orange alerts. Therefore, subject to the conditions stated above, States and local governments may use FY 2006 LETPP funds to support select

operational expenses associated with increased security measures at critical infrastructure sites in the following authorized categories:

- Backfill and overtime expenses for staffing state or local emergency operations centers (EOCs).
- Hiring of contracted security for critical infrastructure sites.
- Public safety overtime.
- National Guard deployments to protect critical infrastructure sites, including all resources that are part of the standard National Guard deployment package.
- Increased border security activities in coordination with CBP, as outlined in Information Bulletin #135.14

Consumable costs, such as fuel expenses, are not allowed except as part of the standard National Guard deployment package.

2. Overtime costs are allowable for personnel to participate in information, investigative, and intelligence sharing activities specifically related to homeland security. This includes activities such as anti-terrorism task forces, Joint Terrorism Task Forces (JTTF), Area Maritime Security Committees (as required by the Maritime Transportation Security Act of 2002), and Terrorism Early Warning (TEW) groups.
3. Grant funds may be used towards the hiring of new staff and/or contractors to serve as intelligence analysts to support information/intelligence fusion capabilities. In order to be hired as an Intelligence Analyst, staff and/or contractor personnel must have successfully completed training to ensure baseline proficiency in intelligence analysis and production. Furthermore, costs associated with hiring new intelligence analysts are allowable only for the period of performance of the FY 2006 UASI and LETPP programs. Upon close-out of the FY 2006 grants, states and Urban Areas shall be responsible for supporting the sustainment costs for those intelligence analysts.

The International Association of Law Enforcement Intelligence Analysts' (IALEIA) Educational Standard # 7 (page 14 of the IALEIA Analytic Standards booklet) provides standards on the categories of training needed for intelligence analysts. These include subject-matter expertise, analytic methodologies, customer-service ethics, information handling and processing skills, critical thinking skills, computer literacy, and objectivity and intellectual honesty. Successful completion the following courses satisfies the intelligence analyst training requirement:

- Intelligence Analyst Training Program (FLETC).
- Foundations of Intelligence Analysis Training (International Association of Law Enforcements Intelligence Analysis).

Additional courses are being identified and will be shared as soon as possible. A certificate of completion of such training must be on file with the SAA and should be made available to Preparedness Officers upon request upon the hiring of personnel.

ALLOWABLE COSTS BY PROGRAM

Allowable Planning Costs	SHSP	UASI	LETPP	MMRS	CCP
Public Education & Outreach	Y	Y	Y	Y	Y
Develop and implement homeland security support programs and adopt ongoing DHS National Initiatives	Y	Y	Y	Y	Y
Develop and enhance plans and protocols	Y	Y	Y	Y	Y
Develop or conduct assessments	Y	Y	Y	Y	Y
Establish, enhance, or evaluate Citizen Corps related volunteer programs	Y	Y	Y	Y	Y
Hiring of full- or part-time staff or contract/consultants to assist with planning activities (not for the purpose of hiring public safety personnel fulfilling traditional public safety duties)	Y	Y	Y	Y	Y
Conferences to facilitate planning activities	Y	Y	Y	Y	Y
Materials required to conduct planning activities	Y	Y	Y	Y	Y
Travel/per diem related to planning activities	Y	Y	Y	Y	Y
Overtime and Backfill costs (IAW operational Cost Guidance)	Y	Y	Y	Y	Y
Other project areas with prior approval from ODP	Y	Y	Y	Y	Y
Allowable Organizational Activities	SHSP	UASI	LETP	MMRS	CCP
Overtime for information, investigative, and intelligence sharing activities (up to 25 percent of the allocation)		Y	Y		
Reimbursement for select operational expenses associated with increased security measures at critical infrastructure sites incurred during periods of DHS-declared Code Orange.		Y	Y		
Hiring of full- part-time staff or contractors for emergency management activities.					Y
Hiring of contractors/consultants for participation in information/intelligence analysis and sharing groups or fusion center activities (limited to 25 percent of the allocation)		Y	Y		
Allowable Equipment Categories	SHSP	UASI	LETP	MMRS	CCP
Personal Protective Equipment	Y	Y	Y	Y	
Explosive Device Mitigation and Remediation Equipment	Y	Y	Y		
CBRNE Operational Search and Rescue Equipment	Y	Y		Y	
Information Technology	Y	Y	Y	Y	Y
Cyber Security Enhancement Equipment	Y	Y	Y	Y	
Interoperable Communications Equipment	Y	Y	Y	Y	
Detection Equipment	Y	Y	Y	Y	
Decontamination Equipment	Y	Y		Y	
Medical Supplies and Limited Pharmaceuticals	Y	Y		Y	Y
Power Equipment	Y	Y	Y	Y	Y

CBRNE Reference Materials	Y	Y	Y	Y	Y
CBRNE Incident Response Vehicles	Y	Y	Y	Y	
Terrorism Incident Prevention Equipment	Y	Y	Y		
Physical Security Enhancement Equipment	Y	Y	Y		
Inspection and Screening Systems	Y	Y	Y		
Agriculture Terrorism Prevention, Response and Mitigation Equipment	Y	Y			
CBRNE Response Watercraft	Y	Y	Y		
CBRNE Aviation Equipment	Y	Y			
CBRNE Logistical Support Equipment	Y	Y	Y	Y	
Intervention Equipment	Y	Y	Y		
Other Authorized Equipment	Y	Y	Y	Y	Y
Allowable Training Costs	SHSP	UASI	LETP	MMRS	CCP
Overtime and backfill for emergency preparedness and response personnel attending Office of Grants and Training-sponsored and approved training classes	Y	Y	Y	Y	Y
Overtime and backfill expenses for part-time and volunteer emergency response personnel participating in Office of Grants and Training training.	Y	Y	Y	Y	Y
Training workshops and conferences	Y	Y	Y	Y	Y
Full- or part-time staff or contractors/consultants	Y	Y	Y	Y	Y
Travel	Y	Y	Y	Y	Y
Supplies	Y	Y	Y	Y	Y
Other items	Y	Y	Y	Y	Y
Allowable Exercise Related Costs	SHSP	UASI	LETP	MMRS	CCP
Exercise planning workshop	Y	Y	Y	Y	Y
Full- or part-time staff or contractors/consultants	Y	Y	Y	Y	Y
Overtime and backfill costs including expenses for part-time and volunteer emergency response personnel participating in Office of Grants and Training exercises	Y	Y	Y	Y	Y
Travel	Y	Y	Y	Y	Y
Supplies	Y	Y	Y	Y	Y
Other items	Y	Y	Y	Y	Y
Allowable Management & Administrative Costs	SHSP	UASI	LETP	MMRS	CCP
Hiring of full- or part-time staff or contractors/consultants to assist with the management of HSGP, implementation of State Homeland Security Strategy, application requirements, compliance with reporting and data collection requirements.	Y	Y	Y	Y	Y
Development of operating plans for information collection and processing necessary to respond to Office of Grants and Training Data calls	Y	Y	Y	Y	Y
Overtime and backfill costs	Y	Y	Y	Y	Y

Travel	Y	Y	Y	Y	Y
Meeting related expenses	Y	Y	Y	Y	Y
Authorized office equipment	Y	Y	Y	Y	Y
Recurring expenses such as those associated with cell phones and faxes during the period of performance of the Grant Program	Y	Y	Y	Y	Y
Leasing or renting of space for newly hired personnel during the period of performance of the Grant Program	Y	Y	Y	Y	Y

Costs outlined in the following table are **NOT allowed** unless designated by a “*”. Those designated by a “**” are only allowable in a limited capacity. Check the specific program guidance for detailed information.

Unauthorized Program Expenditures	SHSP	UASI	LETP	MMRS	CCP
General use software, computers and related equipment, vehicles, licensing fees					
Weapons and Ammunition					
Construction and Renovation (ONLY limited renovation is allowable in highlighted programs)	*	*	*		
Hiring of public safety personnel for the purpose of fulfilling traditional public safety duties					
Activities unrelated to the completion and implementation of HSGP					
Other items not in accordance with the AEL or previously listed allowable costs					

TARGET CAPABILITIES & ELIGIBLE CATEGORIES HSGP PROGRAMS (Source: FY2006 HSGP Program Guidance & Application Kit)	SHSP	UASI	LETPP	MMRS	CCP
Common Target Capabilities					
Planning	Y	Y	Y	Y	*
Community Preparedness and Participation	Y	Y	Y	Y	Y
Communications	Y	Y	Y	Y	*
Risk Management	Y	Y			*
Prevent Mission Area Target Capabilities					
Info Gathering and Recognition of Indicators and Warnings	Y	Y	Y	Y	*
Law Enforcement Investigation and Operations	Y	Y	Y		*
Intelligence Analysis and Production	Y	Y	Y		*
CBRNE Detection	Y	Y	Y	Y	*
Intelligence / Information Sharing and Dissemination	Y	Y	Y		*
Protect Mission Area Target Capabilities					
Critical Infrastructure Protection	Y	Y	Y		*
Epidemiological Surveillance & Investigation	Y	Y		Y	
Public Health Laboratory Testing	Y	Y		Y	
Food and Agriculture Safety and Defense	Y	Y			*
Respond Mission Area Target Capabilities					
Onsite Incident Management	Y	Y			*
Citizen Protection: Evacuation and/or In-Place Protection	Y	Y		Y	*
Emergency Operations Center Management	Y	Y			*
Isolation and Quarantine	Y	Y		Y	*
Critical Resource Logistics and Distribution	Y	Y		Y	*
Urban Search & Rescue	Y	Y		Y	*
Volunteer Management and Donations	Y	Y			*
Emergency Public Information and Warning	Y	Y		Y	*
Responder Safety and Health	Y	Y		Y	*
Triage and Pre-Hospital Treatment	Y	Y		Y	*
Public Safety and Security Response	Y	Y		Y	*
Medical Surge	Y	Y		Y	*
Animal Health Emergency Support	Y	Y			*
Medical Supplies Management and Distribution	Y	Y		Y	*
Environmental Health	Y	Y		Y	*
Mass Prophylaxis	Y	Y		Y	*
Explosive Device Response Operations	Y	Y			*
Mass Care	Y	Y		Y	*
Firefighting Operations/Support	Y	Y		Y	*
Fatality Management	Y	Y		Y	*
WMD/HazMat Response and Decontamination	Y	Y		Y	*
Recover Mission Area Target Capabilities					
Structural Damage and Mitigation Assessment	Y	Y			*
Economic & Community Recovery	Y	Y			*
Restoration of Lifelines	Y	Y			*

Y: Direct Role
*: Supporting Role

Project Justification Template Guidance

INTRODUCTION

The FY 2006 Homeland Security Grant Program (HSGP) application process differed from past years. In previous years, the state knew its funding allocation prior to submitting its grant application; however, this year, the state was required to request funding in support of its State Homeland Security Strategy (SHSS) and the National Preparedness Goal. The state conducted a program and capability review process that led to the development of the 2006 Program and Capability Enhancement Plan. An investment justification was completed as the method by which the state formally (1) submitted its request for funding under the State Homeland Security Program (SHSP), Law Enforcement Terrorism Prevention Program (LETPP), and Urban Area Security Initiative (UASI) and (2) demonstrated its planned use of funds for the Metropolitan Medical Response System (MMRS) and Citizen Corps Program (CCP).

The purpose of the Project Justification Template Guidance is to assist department planning teams in developing project justifications, using the template developed by the Emergency Management and Homeland Security Division (EMHSD). The project justification template can be used to propose projects for consideration by state departments to request FY 2006 HSGP funding.

PROJECT JUSTIFICATION OVERVIEW

Planning teams will use the project justification template to identify proposed projects and complete project justifications for each. These projects should support state investments, initiatives, objectives, and goals and address specific needs.

Programmatic Considerations

When completing the project justification, remember that each project will be reviewed for alignment with the SHSS, initiatives outlined in the Program and Capability Enhancement Plan, and state investments. When developing a project justification, please ensure that activities are allowable and that funds are only requested under programs for which the planning team is eligible.

General Requirements

A project justification form must be completed for each proposed project that is not a required project. Files should be saved with a unique name or number. Regional boards will provide a copy to their district coordinator. All project justification forms must be completed no later than August 9, 2006.

TEMPLATE INSTRUCTIONS

This section provides a brief description of the information required to complete the project justification template.

I.A Project Name

Assign each project a unique, short, and descriptive name.

I.B Region

Enter your region.

2.A Project POC

Identify the planning team point of contact for this project. This individual should be the person most knowledgeable about the proposed project and best able to answer questions.

2.B Phone

Provide a phone number for the project POC.

2.C E-Mail

Provide an e-mail address for the project POC.

3.A Solution Area(s)

Identify the solution area(s) under which the project falls. The table below provides a brief definition for each solution area based on definitions for associated elements of capability from the TCL and National Preparedness Goal.

Solution Area	Definition (Source: FY 2006 HSGP Program Guidance and Application Kit)
Planning	Collection and analysis of intelligence and information, and development of policies, plans, procedures, mutual aid agreements, strategies, and other publications that comply with relevant laws, regulations, and guidance necessary to perform assigned missions and tasks.
Equipment	Major items of equipment, supplies, facilities, and systems that comply with relevant standards necessary to perform assigned missions and tasks.
Training	Content and methods of delivery that comply with relevant training standards necessary to perform assigned missions and tasks.
Exercise	Exercises, self-assessments, peer-assessments, outside review, compliance monitoring, and actual major events that provide opportunities to demonstrate, evaluate, and improve the combined capability and interoperability of the other elements to perform assigned missions and tasks to standards necessary to achieve successful outcomes.
Organizational	Individual teams, an overall organizational structure, and leadership at each level in the structure that comply with relevant laws, regulations, and guidance necessary to perform assigned missions and tasks.

3.B Mission Area(s)

Identify the mission area(s) under which the project falls. The table below provides a brief definition for each mission area. If the project cuts across *all* four homeland security missions, it can be labeled as "common." Capabilities identified in the TCL are organized by mission area.

Mission Area	Definition (Source: FY 2006 HSGP Program Guidance and Application Kit)
Prevent	Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves intelligence and deterrence operations; heightened inspections; improved surveillance and security operations; investigations; education and training; enhanced nuclear and radiological detection capabilities; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and certain law enforcement operations. Public announcements, infrastructure improvements and citizen vigilance also are important, especially when considering an all-hazards approach.

Mission Area	Definition <i>(Source: FY 2006 HSGP Program Guidance and Application Kit)</i>
Protect	Actions to reduce the vulnerability of critical infrastructure or key resources in order to deter, mitigate, or neutralize terrorist attacks, major disasters, and other emergencies. Protection also includes: continuity of government and operations planning; evacuation planning, awareness elevation and understanding of threats and vulnerabilities to related critical facilities, systems, and functions; promotion of effective sector-specific protection practices and methodologies; and expansion of voluntary security-related information sharing between government and private entities.
Respond	Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. As indicated by the situation, response activities include: applying intelligence and other information to lessen the effects or consequences of an incident; increasing security and law enforcement operations; continuing investigations into the nature and source of the threat; continuing ongoing public health and agricultural surveillance and testing processes; providing immunizations; enforcing isolation or quarantine; and allowing appropriate citizen response. A prepared community will also possess sufficient capability for emergency feeding and sheltering of displaced personnel.
Recover	The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

4.A Project Overview

Describe the purpose of this project. State how it will assist in increasing the preparedness of your region. Include a description of the objectives, expected outcomes, and how they will be achieved.

- If this is a planning request, please describe the purpose of the plan and how it ties into regional, state, and national planning processes.
- If this project is for the purchase of equipment, it must be identified on the FY 2006 HSGP Authorized Equipment List (AEL) found on the Responder Knowledge Database website (www.rkb.mipt.org). Also, please provide technical specifications, describe where it will be located, and how it will be maintained.
- If training is to be provided, describe the training requested, identify who will provide it, and list the certifications that will be obtained (trainings must be G&T approved in advance) and personnel to be trained.
- If an exercise is to be conducted, describe how this builds upon existing exercise activities, how it fits within the Homeland Security Exercise and Evaluation Program (HSEEP), what disciplines will participate, and proposed exercise objectives.
- If a planning study is proposed, provide background information on the need for the study, a proposed scope of services, benefits to be derived for improving homeland security, and desired outcomes upon completion.

5.A Map to Enhancement Plan

Explain how this project will support implementation of an initiative(s) from the Program and Capability Enhancement Plan. Projects must directly support at least one initiative. Identify each initiative using the

number from the table below. Describe how this project will directly support the initiative. A copy of the enhancement plan was sent out in EMHS Informational Letter 06-08 on March 6, 2006.

Initiative	Description (Source: 2006 Program and Capability Enhancement Plan)
Initiative 1	Establish a state homeland security <u>regional structure</u>
Initiative 2	Sustain and continue to develop statewide <u>interoperable communications</u> capability
Initiative 3	Review and enhance state and regional <u>mutual aid</u> agreements and assistance compacts
Initiative 4	Formalize and enhance <u>statewide information sharing</u> procedures
Initiative 5	Review existing <u>laws and authorities</u> and implement recommended changes
Initiative 6	Enhance integrated <u>state planning</u> efforts
Initiative 7	Establish a statewide <u>medical surge</u> capability
Initiative 8	Institutionalize a statewide integrated <u>all-hazards training, exercise, and evaluation</u> program
Initiative 9	Update and review <u>local and regional operational plans</u> , protocols, and procedures and planning guidance
Initiative 10	Develop and institutionalize <u>responder health and safety</u> programs
Initiative 11	Develop and institutionalize a <u>quality assurance and evaluation</u> process
Initiative 12	Assess and enhance statewide <u>surveillance and detection</u> capabilities
Initiative 13	Conduct an <u>organizational review</u> and establish a robust homeland security structure
Initiative 14	Establish a statewide <u>intelligence/information fusion</u> capability
Initiative 15	Establish a robust <u>resource management</u> system
Initiative 16	Develop and implement a homeland security <u>public awareness</u> and preparedness campaign
Initiative 17	Develop and exercise physical and cyber <u>security</u> procedures
Initiative 18	Implement and exercise statewide <u>mass prophylaxis</u> processes

5.B Map to Investment

Explain how this project aligns with a state investment submitted as part of the Michigan's HSGP application. Projects must directly align with at least one investment. Identify each investment using the number from the descriptions below and provide a description of the activities to be accomplished under this investment.

State Investment 1: Develop/Implement accountability processes/tools for efficient program management

The purpose of this investment is to assist state, regional, local, and tribal programs to more effectively and efficiently utilize homeland security funding and provide a mechanism to ensure coordinated homeland security efforts statewide. FY 2006 HSGP funding will be leveraged to enhance and update procedures, processes, and tools to support program management activities to include grant monitoring. The state will also establish processes and procure tools needed to

support assessment requirements under the National Preparedness Goal and NIPP and institutionalize a periodic program and capability review process. This investment will assist in implementing capabilities-based planning and ensure that homeland security programs focus on efforts to mitigate risk and address needs. Michigan will build on existing structures to improve overall homeland security program management, and this investment will improve the ability of local entities to work together to meet local, regional, state, and national goals. The regions will improve their ability to determine their needs to meet target capabilities, to build plans, to procure needed equipment and training, and to better leverage funding and maintain appropriate levels of preparedness.

State Investment 2: Design, implement, and maintain catastrophic preparedness and response programs

The purpose of this investment is to assist state, regional, local, and tribal programs to more effectively plan and prepare for, respond to, and recover from catastrophic incidents that may result in significant property damage, injuries, loss of life, disruption to essential services, mass evacuations and/or shelter-in-place operations, and possible impacts on the ability to continue critical governmental functions and processes. FY 2006 HSGP funding will be leveraged to develop and exercise appropriate plans and procedures to address continuity of government, mass evacuation and mass sheltering support, medical surge and mass fatality management, and critical post-incident recovery functions such as donations management and debris management. The state will identify and build upon existing state, regional, local, and tribal efforts in these functional areas. Supplemental guidance will be developed and technical assistance will be provided for all involved partners. By implementing these activities, the state will help ensure a timely and effective response to, and recovery from, catastrophic incidents, as well as the full functionality of critical democratic processes at all levels of government.

State Investment 3: Implement effective methods to improve statewide critical infrastructure protection & resiliency

This investment will reduce risk and vulnerabilities of critical infrastructure and key assets/resources in Michigan across all 17 sectors identified in the NIPP. The investment will address assets, systems, and networks that are important from a national, state and local perspective. It includes international borders/ports, energy and food/ agriculture supply chains, manufacturing and international commerce, etc. This will be done within the framework of the NIPP. The investment will be made in two areas: 1) enhancing and sustaining the statewide framework for assessing risk, vulnerabilities and threat and investments in protective measures, and building resiliency across all sectors, including continuity of operations planning; and 2) extending the framework and supporting a regional approach across the state. The regional approach to critical infrastructure will involve local jurisdictions working through a regional structure with the private sector in a coordinated response that achieves economics of scale within a region. It will establish a community of interest that will provide for the implementation of best practices, avoid unnecessary duplication of efforts, and provide for a finer resolution to undertake cost effective investments in protection and resiliency.

State Investment 4: Develop/Implement processes for technology lifecycle planning & cyber/info security procedures

The purpose of this investment is to support sustainment of technology and equipment and ensure that processes are in place to protect information technology and cyber systems. Because of the continual advancements being made in the area of information technology, the state will develop and implement a lifecycle planning process that addresses hardware, software, personnel requirements, and facilities. Once developed, the state will work with state agencies, regional programs, and other entities that receive homeland security funding to implement this system. The state will also review information technology and cyber security policies, programs, and processes to identify best practices and areas for improvement. After this review, security measures will be implemented to protect the state's information technology infrastructure and

sensitive information. A regional outreach program will be established to ensure that cyber security measures are implemented at all levels of government to protect information and systems. Through this investment, the state will be better able to sustain and maintain technology, equipment, and information systems and to ensure the security of statewide cyber systems.

State Investment 5: Establish and maintain a statewide interoperable communications network

This investment will foster a statewide, multi-disciplinary interoperable communications capability. The state has made a concerted effort at all levels of government across all sectors to ensure interoperability. FY06 HSGP funding will allow the state to move forward with these efforts and support specific multi-dimensional planning efforts and direct, collaborative implementation of those plans. People will be trained, equipment purchased, exercises conducted, and collaborative planning efforts strengthened. Michigan will continue to tackle the challenges to a complete interoperability solution, moving ever closer to a goal of intrastate interoperability. Through this investment, the state will establish an interoperable network of communication systems and develop the appropriate structures (governance, training, procedures, strategic and operational plans, etc.) to ensure that responders at all levels of government are able to communicate with each other regardless of discipline and jurisdiction. As part of this investment the state will also identify redundant systems and process and incorporate them into preparedness activities, to include exercises.

State Investment 6: Develop fusion capability to collect, analyze & disseminate information/intelligence to all sectors

This investment will allow us to build a statewide capability that will bring together law enforcement and emergency response professionals to compile, blend, analyze, and disseminate information (including, but not limited to threat, public safety, law enforcement, health and medical, social service, and public works) from local, state, federal and private agencies. FY 2006 HSGP funding will be used to continue a planning process begun with federal, state, and local funding and will include continued implementation of statewide initiatives, while ensuring the process is a collaborated effort and that it builds upon existing intelligence, technological, and other capabilities. This investment is inclusive of all elements of capability associated with establishing a robust fusion capacity in Michigan. Through a comprehensive process, Michigan will create a framework for analyzing and disseminating critical information/intelligence across all public and private sectors and levels of government. This investment will allow the state to further efforts toward the process of turning information and intelligence into actionable knowledge and allocate resources in support of this effort.

State Investment 7: Develop & implement organizational & procedural processes to support homeland security programs

The purpose of this investment is to promote homeland security program management efficiencies by leveraging existing structures to magnify and multiply coordination of resources, improving the readiness across all geographic areas of the state. Michigan will identify personnel resources and structures to achieve the state's homeland security strategic goals and to enhance response readiness based on an organizational and resources analysis conducted as part of this investment. The state will also establish 7 homeland security regions, empowered to coordinate preparedness across the mission areas. These boards will serve as the focal point for managing intra-regional efforts to attain prioritized capabilities in coordination with Regional Medical Biodefense Networks and other sector specific activities, with an aim on achieving a more efficient use of funds. The state will establish specific lines of coordination between all levels of government, disciplines, volunteer organizations, and overarching homeland security bodies; improve collaboration and integration on projects to eliminate redundancies; and modify current organizations to ensure effective program management. Michigan will also leverage funds to expand Citizen Corps programs.

State Investment 8: Establish & maintain all-hazards public information & emergency notification & warning system

The purpose of this investment is to assist state, regional, local, and tribal programs to more effectively provide the public with necessary information through emergency notification and warning systems, homeland security preparedness programs, and risk communication. FY 2006 HSGP funding will be leveraged to: 1) establish and maintain the first component of a “next generation” emergency alert system; 2) develop campaigns which provide accurate and timely outreach information; and 3) develop a regional messaging model. This information will include public service campaigns which provide the necessary information and guidance to alert the public of potential hazards including terrorist related hazards, what to do in an emergency situation, and how to become self sustaining during the first 72 hours following a disaster or emergency. The emergency notification and warning system will utilize current technology to ensure that all citizens, including special needs populations, are promptly informed in the event of a disaster, and will provide public safety agencies with a proven and tested means of disseminating public information.

State Investment 9: Implement a regional response structure including intra- & extra-regional assets & capabilities

The purpose of this investment is to develop, enhance, implement, and sustain a regional response structure that is able to effectively integrate intra- and extra-regional assets and capabilities. Using HSGP funds, the state will formalize its regional structure and ensure that the existing Regional Response Team Network (RRTN), Regional Medical Biodefense Network, and other specialized response capabilities are incorporated into it. The state will review the current RRTN structure to ensure that it is consistent with statewide regionalization efforts and that the teams have the resources required to respond to a disaster. Additionally, the state will work with regional governing and planning structures to ensure that regional response teams, and other specialized assets, are incorporated into preparedness efforts. The state will also work with each region to establish a tiered regional response agreement – a formal document negotiated between response organizations, to establish protocols for a multi-agency regional response to an incident. Through coordinated regional preparedness activities, the state will be better prepared to prevent, protect against, respond to, or recover from any disaster.

State Investment 10: Establish statewide resource management capability integrating assistance compact processes

The purpose of the resource management investment is to establish an integrated system for an efficient and effective response to all hazards, including a terrorist attack. Under this system jurisdictions will be capable of requesting, receiving, integrating, and maintaining resources quickly and effectively. This system will also provide officials at all levels of government with detailed incident awareness and the ability to “see” an inventory of response assets and operational status available through mutual aid. Implementation of consistent registration processes will allow for verification of a responder’s identity and qualifications. Using FY06 funds, the state will identify procedures for managing self-dispatching responders and volunteers and donations. To support the continued efforts of EMAC, the state will review, exercise, and update procedures for responding to requests and requesting resources. The state will also support the development of an intrastate assistance compact, which will increase connectivity among regions and local jurisdictions and link local resources to an interstate mutual aid program. This will involve a review of existing intrastate mutual aid agreements and an analysis of legal, compensation, liability and reimbursement.

State Investment 11: Institutionalize innovative statewide responder safety & health and family support programs

Michigan will develop and institutionalize responder health and safety programs. Every time emergency responders take action, they put their lives on the line. The risks to their health and

safety are particularly intense during responses to major disasters and terrorist attacks. Although the dangers can never be eliminated, much can be done to manage the risks involved and protect Michigan's responders as fully as possible. Through this investment the state will improve safety managers' capabilities to carry out their critical functions during a covered incident by developing better structures to coordinate the safety efforts of response organizations; ensure that all responders have a baseline level of appropriate personal protective equipment that corresponds with the hazard environment; review training and exercise requirements to ensure that they provide an organizational structure within the incident command system for an integrated safety management function in compliance with NIMS; protect the mental health of the response workforce by managing critical incident stress; and develop and implement a family support and communication program.

If you are requesting funding under the grant received for the Urban Area, you must demonstrate how your projects supports investments submitted as part of the UASI application.

UASI Investment 1: Develop a coordinated regional training consortium to address the needs of specialized teams

Throughout the Capability Review, training was one of the most clearly identified needs. This investment will enhance existing training resources located in the urban area and ensure a multi-jurisdictional and multi-disciplinary approach to training of emergency responders. The urban area currently has some state-of-the-art training facilities that host a variety of courses designed for specialized emergency response teams (e.g., bomb squad, HazMat team, search and rescue). Many DHS-approved courses are taught to responders at these centers. This investment will allow the curricula to be accessed by all organizations within the urban area. Also, through the use of multi-jurisdictional facilities in consortium, training opportunities may be enhanced, increased, and ultimately, more cost effective.

UASI Investment 2: Enhance regional information sharing programs, tools, and procedures

This investment will allow the urban area to enhance existing and build new capabilities that will bring together emergency response professionals to compile, blend, analyze, and disseminate information (including, but not limited to threat, public safety, law enforcement, public health, social service, and public works) from local, state, federal and private agencies. FY 2006 UASI funding will be used to continue planning processes started with previous DHS grant funding and will include continued implementation of region-wide initiatives. This investment will ensure the process is a collaborative effort and that it builds upon existing sources of information, technology, and other capabilities. This investment is inclusive of all elements of capability associated with establishing the requisite capacity to share all sources of information in the urban area. Through a comprehensive process, the urban area will create a framework for sharing critical information across all sectors and levels of government. This investment will allow urban area jurisdictions and organizations to further efforts toward the process of turning information into actionable knowledge and allocate resources in support of this effort.

UASI Investment 3: Enhance, implement, and sustain a region-wide interoperable communications capability

This investment will directly support current and future regional, inter-state, and inter-disciplinary efforts to achieve the highest degree of voice, data, wireless, and video interoperability with respect to the exchange of information. An investment in communications interoperability requires a long term commitment by emergency responders within the urban area. Jurisdictions within the urban area have achieved varied degrees of interoperability both within their jurisdictions and within the urban area; however, there is substantial room for additional progress. FY 2006 UASI funds will fund projects to sustain and expand the current regional infrastructure to support interoperability, build additional infrastructure to support communications systems, develop interoperability solutions for existing systems, implement and exercise tactical interoperability plans, train personnel, and outreach to other states and Canada. This investment

is a high priority in the urban area, and will directly support the National Priority to Strengthen Interoperable Communications.

UASI Investment 4: Enhance cross-discipline regional responder safety programs

This investment will address the collective regional needs of emergency responders with respect to equipment acquisition and maintenance, cross-agency and cross-discipline exercises, and surveillance and detection activities. Responder safety is a broad term in this sense, and encompasses a broad range of projects and activities and all elements of capability. Funds from this investment will allow emergency response organizations and all disciplines in the urban area to collaborate on projects such as the standardization of equipment and the development of equipment caches within the urban area. Although the capability review revealed that jurisdictions may have other priorities to focus FY 2006 UASI funding on besides equipment procurement, that activity will be directly supported by this investment. Additionally, training, exercising, and planning for deployment of equipment will be funded by this investment.

UASI Investment 5: Establish an organizational structure and procedures to support the region's preparedness

This investment will allow the region to sustain current and future initiatives with appropriate organizational resources. As homeland security programs increase in complexity, it is important to enhance the infrastructure to support the administration of those programs. The jurisdictions that comprise the urban area have been operating with limited resources while still effectively carrying the administrative workload of homeland security programs. One key initiative that has supported the success of the urban area jurisdictions and their management of homeland security is the hiring of planning personnel. There is overwhelming support for continuing and enhancing this program with this investment. This investment will directly support additional resources to further the efforts of organizations involved in homeland security. Additionally, management of UASI programs will be supported at the local and regional level, fiduciary responsibility will be assigned and managed, and exercises conducted in the urban area will be centrally coordinated. This investment is essential to the continuation of existing programs and establishment of new ones as described in other UASI investments.

UASI Investment 6: Implement a regional approach to improve critical infrastructure protection and resiliency

This investment will help reduce the risk and vulnerabilities of critical infrastructure and key assets within the urban area. It will also address assets, systems, and networks that are critical to the nation, state, and local jurisdictions. This investment is associated with the Protect Mission Area Target Capabilities and is an integral component of several initiatives identified in the enhancement plan. This investment will allow for the enhancing and sustaining the statewide framework for assessing risk, vulnerabilities and threat, and building resiliency; and extending the framework and supporting a regional approach within the urban area. The expected outcome in the urban area will be to benefit from the implementation of a state wide, regional approach to critical infrastructure protection. Urban area jurisdictions will collaborate through a regional structure with the private sector to maximize all available resources in the urban area. This investment will foster a comprehensive regional approach that will provide for the implementation of best practices, and avoid unnecessary duplication of efforts with respect to protection and resiliency of all critical resources and assets.

UASI Investment 7: Expand and continue to develop regional cross-disciplinary response capabilities

The purpose of this investment is to develop, enhance, implement, and sustain regional response capabilities that are able to effectively integrate intra- and extra-regional response assets and capabilities. Using FY 2006 UASI funds, the urban area will formalize an inter-jurisdictional response structure and ensure that existing specialized capabilities are incorporated into the

structure. The urban area will work within existing planning organizations to ensure that evacuation, medical surge (to include hospital staff from Canada), resource management, mass prophylaxis, and the needs of specialized teams are incorporated into preparedness efforts. Through coordinated regional preparedness activities, the urban area will be better prepared to prevent, protect against, respond to, or recover from CBRNE or other catastrophic incidents.

6.A Impact

Outline the impacts this project is expected to attain/achieve if implemented. Explain at a high-level how HSGP funding will help to achieve these impacts. Discuss how this project will reduce risk (reduce vulnerabilities or mitigate the consequences of an event) by addressing the needs identified through the Planning Team Program and Capability Review process. Show how your project will build upon previous efforts, best practices, and lessons learned. This section should demonstrate that the proposed project is needed and should be funded.

6.B Geographic & Demographic Reach

Identify the geographic area that will be specifically affected by this project. Explain whether the project has the potential to affect other geographic areas. Illustrate how this project improves the safety and security of the region through a multi-community/-agency approach. Explain the organizational structures in place to support implementation of this project. Identify the target population (e.g., law enforcement groups, educators, special-needs populations) that will be specifically affected by this project. Demonstrate how this project improves the safety and security of the region through a multi-disciplinary approach. If you are proposing projects to be funded under the UASI program, you must demonstrate coordination with the Urban Area Working Group, and grant funded activities must take place within the physical boundaries of Region 2.

6.C Coordination & Collaboration

Discuss the collaboration processes that have been or will be established to support implementation of this project. Identify the key personnel, jurisdictions/departments, and disciplines involved. Describe existing and anticipated mutual aid agreements that will be required. Describe the way in which stakeholders from multiple disciplines will work together.

7.A Implementation Plan

Provide an overview of the proposed implementation plan for this process. Identify potential challenges to implementation of this project and how those challenges will be addressed and mitigated.

7.B Milestones

Identify milestones for the implementation of this project, including the start date and completion date. Descriptions should be high-level and represent major tasks that need to occur in order for the project to be successful. Projects must be completed by May 31, 2008.

8.A Grant Program

Identify the specific grant program from which funds are being requested for this project using the descriptions provided in the table below.

HSGP	Program Overview	Mission Area
SHSP	SHSP supports the implementation of the SHSS to address the identified planning, equipment, training, and exercise needs for acts of terrorism. In addition, SHSP support implementation of the National Preparedness Goal, NIMS, and the NRP	Prevent, Protect, Response, Recover

HSGP	Program Overview	Mission Area
LETPP	LETPP focuses on the prevention of terrorist acts and provides law enforcement and public safety communities with funds to support the following activities: intelligence gathering and information sharing through enhancing/establishing fusion centers; hardening high value targets; planning strategically; continuing to build interoperable communications; and collaborating with non-law enforcement partners, other government agencies, and the private sector.	Prevent
UASI	UASI funds address the unique planning, equipment, training, and exercise needs of identified high threat, high density urban areas, and assist them in building an enhanced and sustainable capacity to prevent, protect against, respond to, and recover from acts of terrorism. UASI funds are only for projects which will support that region.	Protect, Prevent, Respond, Recover

8.B Funding Request

Complete this chart to request the amount of funding for this project only. Funds should be requested by cost category based on definitions provided in the table below. Funding requests must be reasonable and justified by direct linkages to activities outlined in this project. Additional information regarding allowable costs can be found in the FY 2006 HSGP Program Guidance and Application Kit. Funding for construction and renovation with HSGP funds is generally prohibited.

Category	Description	Grant Programs
Planning	Planning efforts that enable jurisdictions/departments to prioritize needs, build capabilities, update preparedness strategies, allocate resources, and deliver preparedness programs across disciplines and levels of government.	SHSP, LETPP, MMRS, CCP, UASI
Equipment	For equipment purchased identified under allowable equipment categories from the web-based AEL.	SHSP, LETPP, MMRS, CCP, UASI
Training	Allowable training costs include the establishment, support, conduct, and attendance for training programs specifically identified for each grant program. Training should address a performance gap identified through an After-Action Report or build a capability that will be evaluated through an exercise.	SHSP, LETPP, MMRS, CCP, UASI
Exercise	Exercises must be managed and executed in accordance with HSEEP and be NIMS compliant.	SHSP, LETPP, MMRS, CCP, UASI
Organization	No more than 25% of the total requested funding amount may be used for operational expenditures for three activities: operational overtime costs associated with increased security measures at critical infrastructure sites during DHS-declared periods of heightened alert; overtime costs for personnel to participate in information, investigative, and intelligence sharing activities specifically related to homeland security; and hiring new staff/contractors to serve as intelligence analysts to enable information/intelligence capabilities. The specific conditions for each activity must be met.	LETPP, UASI
Personnel	Hiring, overtime, and backfill expenses are allowable under this grant only to perform programmatic activities deemed allowable under existing guidance. Supplanting is not allowed. Not more than 15% of programmatic spending may be used to support the hiring of full- or part-time personnel to conduct program activities.	SHSP, LETPP, MMRS, CCP, UASI

8.C Other Funds Leveraged

Identify other funding resources that have been identified and will be leveraged to support the implementation and sustainment of this project. If no other funding resources have been identified, or if none are necessary, provide rationale as to why the requested funding is sufficient for implementation and sustainment of this project.

9.A Sustainability

Describe the resources required to sustain this project. Consider how this project will be sustained and funded after FY 2006 HSGP funds are expended.

9.B Evaluation Process

Describe the process that will determine whether or not the projects has been successful and achieved its objectives. Consider how feedback will be received while the project is being conducted and the way in which project fulfillment will be demonstrated.

REFERENCES

- FY 2006 HSGP Program Guidance and Application Kit:
<http://www.ojp.usdoj.gov/odp/docs/fy2006hsgp.pdf>
- State Program and Capability Enhancement Plan: Sent with Informational Letter 06-08 on March 6, 2006
- Program and Capability Review Guidebook, Volume 1:
http://www.shsasresources.com/media/Program_and_Capability_Review_Guidebook_Vol_I.pdf
- DHS Office of Grants and Training, HSPD-8 Overview:
<http://www.ojp.usdoj.gov/odp/assessments/hspd8.htm>

FY2006 HSGP Project Justification

1.A Project Name			
1.B Region			
2.A Project Lead			
2.B Phone		2.C E-Mail	
3.A Solution Area(s)	<input type="checkbox"/> Planning	<input type="checkbox"/> Equipment	<input type="checkbox"/> Training
3.B Mission Area(s)	<input type="checkbox"/> Prevent	<input type="checkbox"/> Protect	<input type="checkbox"/> Respond
4.A Project Overview	<input type="checkbox"/> Exercises <input type="checkbox"/> Organizational <input type="checkbox"/> Recover <input type="checkbox"/> Common		
5.A Map to Enhancement Plan	Initiative	Describe how it is supported	
5.B Map to Investment	Investment	Describe how it is supported	
6.A Impact			

FY2006 HSGP Project Justification

1.A Project Name		
1.B Region		
6.B Geographic & Demographic Reach		
6.C Coordination & Collaboration		
7.A Implementation Plan		
7.B Milestones	Date	Activity

FY2006 HSGP Project Justification

1.A Project Name		
1.B Region		
8.A Grant Program	<input type="checkbox"/> SHSP <input type="checkbox"/> LETPP <input type="checkbox"/> UASI	
8.B Funding Request	Amount	Activities Supported
Planning		
Equipment		
Training		
Exercise		
Organization		
Personnel		
Total		
9.A Sustainability		
9.B Evaluation Plan		

Regional Summary: Proposed Projects

[illegible]

Regional Summary: Proposed Projects

Region:			
ID	Project Name	Program/Amount	
		SHSP	LETPP
Totals		\$0	\$0